

## **Project Coordinator**

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Project Coordinator to build upon their 50+ year leadership in housing finance.

### **SUMMARY:**

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments.

This particular position is housed within the following group: Strategic Solutions: Serves as an implementation driver for departmental strategic direction through consultative work in policy, processes, data, and training.

### **ESSENTIAL FUNCTIONS:**

Serves as primary point of contact and relationship manager between developers/owners/agents and Asset Management department during pre-closing, post-closing, and ending with post-closing transfer process.

Coordinates processes and documents for project pre-closing, closing, and post-closing transfer, and setup in concert with other teams in Asset Management, the Multi-family Finance and Legal departments of IHDA, and with external development/property management teams.

Coordinates, solicits, updates, and maintains property contact information in applicable systems.

Supports system user administration, system testing, and special project data entry as needed.

Implements proactive and timely strategies to resolve projects' closing and transfer questions, concerns, and issues.

Intakes and tracks document submissions, review packages for completeness, follow-up regarding incomplete or error-filled submissions, processes, and routes for required approvals. Once approval is obtained, retains and routes documents for retention as appropriate.

Communicates updates, challenges, and solutions internally and externally as appropriate.

Develops, updates, and shares a status report on pre-closing, closing, and post-closing transfer by project.

Leads and participates in pre-closing, closing, pre-occupancy, and post-closing transfer discussions and meetings as appropriate.

Performs other duties and handles other special projects/initiatives as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Education: Bachelor's degree preferred. High school diploma or equivalent required. Experience may be substituted for education at the discretion of the Asset Management department.

Experience: At least 2 years' experience conducting asset management/operational compliance administration for Federally-financed affordable housing developments preferred. Multifamily housing experience preferred. Familiarity with real estate closing process preferred.

Knowledge of the following funding sources/programs desired: LIHTC, HOME, Section 8, Risk Share, Tax Exempt Bonds, and Illinois Affordable Housing Trust Fund.

Proficiency in Microsoft Office Suite required.

Training: Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), Housing Credit Certified Professional (HCCP) training desired (ideally completed within one year or earliest available date, whichever is later).

Certifications: Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), Housing Credit Certified Professional (HCCP) preferred (ideally obtained within one year or earliest available date, whichever is later).

Valid Driver's License: Not required.

Access to Personal Vehicle: Not required.

Frequency of Travel: Not required.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=419139&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=419139&source=CC2&lang=en_US)

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